

D-13012(1)/2008- GA
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhawan New Delhi
5th May, 2008

Subject : Annual maintenance contract for different make/models of 49 Nos. of Split type & Window type Air-conditioners- regarding.

Dear Sir,

I am directed to say that this Ministry invites rate quotations for Annual Maintenance Contract for different make/models of 49 Nos. of Air-conditioners (18 Split type & 31 Window type) for the year 2008-2009 on the following terms and conditions :-

1. The successful party has to furnish a security deposit of Rs. 5.000 (Rupees Five thousand only) in the form of Demand Draft in favour of DDO, Ministry of Micro, Small and Medium Enterprises as interest free refundable security Deposit which can be forfeited in case of any breach of terms and conditions of the contract or unsatisfactory Service performance.
2. During the contract period the machines will be serviced at least thrice a year.
3. The Window AC units and Split AC units whenever required will be handed to the contractor and it shall be the responsibility of the contractor to hand over the same back in working condition after carrying out the necessary repairs to this Ministry within 24 hours. In case of delay beyond 24 hours, it shall be the responsibility of the contractor to temporarily install a substitute machine in working order, till such time the repairs are complete.
4. The contractor shall be responsible for periodic maintenance etc. of window AC units as well as split AC units and keep them in working order by placing the services of experienced technicians/mechanics in this Ministry throughout all working days and the will be bound to carry out the jobs of urgent nature even during odd hours and holidays if so desired by the Ministry. The contractor or his representative has to report to Section Officer(GA) daily during the contract period.
5. The work will primarily be carried out in the premises of this Ministry. Only such work, which is not possible to execute in the premises of this Ministry, would be allowed to be done at the contractor workshop with prior written permission of this Ministry. A gate pass will be issued by the competent officer.
6. No transportation charges will be paid to the contractor for the transportation of machines to and fro to their workshop for repair etc.
7. The contractor shall provide one-year guarantee on the new spare parts replaced by him with the prior knowledge of this Ministry. The old spare parts replaced by the contractor will have to be returned to the Ministry.

8. The annual maintenance contract does not include reconditioning/body repair/sheet metal work of air conditioners, grill, iron clad plug, installation of air conditioners, remote of split units, fixing of new heating kits, spray painting and replacement of compressors. However their rates should be quoted.
9. No advance payment will be made to the contractor. The payment will be made quarterly at the end of each quarter after the contractor had completed his periodical service and submitted certificates for the same.
10. Last quarter payment would be released after cleaning of the machines and handing over the same in working order to the Under Secretary (GA).
11. In case the work of the contractor is found unsatisfactory at any stage or he dishonors the contract in any manner, the Ministry shall be at liberty to forfeit the security deposit and/or cancel the contract without assigning any reason and entrust the job to any other party at the risk/expenses of the contractor.
12. All breaks down calls would be attended to on priority basis, within 3 hours by the contractor.

You may, therefore, if interested send your rate quotation to the undersigned immediately, **latest by 15th May 2008**.

Yours faithfully

S/d-

(P. S. Verma)

Under Secretary to the Government of India.

Copy to: NIC M/o MSME, for placing the quotation on the web site of the Ministry